

DGS-330-1
TV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

This Schedule Supersedes Schedule 612-84

SCHEDULE
NO. 612-130

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Occupational and Professional - Real Estate Commission of Maryland

AGENCY

DIVISION

Item No.	Description	Retention
	<u>THIS SCHEDULE SUPERCEDES SCHEDULE NO. 612-84</u>	
1.	Minutes of all meetings of the Real Estate Commission	Retain permanently and transfer periodically to State Archives.
2.	APPLICATION CARD FILE - This alphabetical index contains background data of brokers, associates brokers, salesman, and trade names.	Retain permanently and transfer periodically to State Archives.
3.	CLOSED CASES - These records encompass all complaints filed with the Real Estate Commission which have been closed, administrative appeals and court cases.	Retain research material 5 years after the closing date and then destroy.
4.	LICENSE APPLICATIONS - Contains application, deposit information and continuing education information, examination application booklet and any other documentation relating to the prerequisites for licensure.	Retain records for 3 (three) years or until audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

6-21-93

Date

Signature

Title

SFP

1 1993

Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 350-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>1</u>	
1. DEPARTMENT/AGENCY Dept. of Licensing & Reg.		2. DIVISION Occupational & Professional Lic.		3. UNIT Real Estate Comm.	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Minutes of Meetings				5. EARLIEST YEAR/LATEST YEAR 1939 TO present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The monthly meetings reflect the business, interpretations, legislation updates and policies of the Commission.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) looseleaf binder		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) boxes 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) binder	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>10</u> MONTH(S) <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) File Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Permanent		
19. NAME AND TITLE OF PREPARER Elizabeth Beggs, Exec. Director		20. TELEPHONE NUMBER 333-8127		21. DATE 10/21/91	